

**Consolidated Civilian Personnel Flight
435th Mission Support Squadron (USAFE)
United States Air Force
Ramstein Air Base, 66877 Ramstein**

**MERIT PROMOTION AND PLACEMENT PROGRAM - INNERBETRIEBLICHES AUFSTIEGSPROGRAMM
(IAW USAFEI 36-713)**

Area of Consideration: Comprises all organizations of the US Forces within Germany.

VACANCY ANNOUNCEMENT: 1348/2005

OPENING DATE: 15 Nov 2005

CLOSING DATE: 30 Nov 2005

POSITION TITLE: Operations Support Assistant

GRADE: C-5A Verwaltungsangestellte(r)

ORGANIZATION: 435th Vehicle Readiness Squadron

LOCATION: Ramstein AB

The primary purpose of this position is to provide clerical and technical administrative assistance work in support of the Vehicle Readiness Squadron, Staff Agencies and the Commander for over 349 military and civilian personnel. Coordinates the day- to-day mission productions. In addition, performs analytical support duties and monitors, evaluates squadron performance based on metrics developed by the functional managers and as directed by higher headquarters. Performs administrative office support functions and is considered as an expert source of information on regulatory requirements for the various transactions within the office.

For further details, position description is available for review at Civilian personnel Flight, Bldg 2120, Room 307/305, Ramstein Air Base.

QUALIFICATION REQUIREMENTS:

EDUCATION & TRAINING: E&T Level 2 - completed commercial /administrative apprenticeship or commercial school, Mittlerer Bildungsabschluss or equivalent level of education.

EXPERIENCE REQUIREMENTS:

1 year of general experience (any type of work or activity of an applicant that has provided the basic knowledge, skills, and abilities needed to successfully perform the major tasks of the position for which considered.) **PLUS**

1 year and 6 months of specialized experience (experience in substantially the same line of work as the job for which considered and at a level of difficulty, responsibility, scope, and importance, prerequisite for successful performance of the duties of the position for which considered.)

Substitutions for education level/and or experience are outlined in USAFEI 36-713

OTHER SIGNIFICANT FACTS:

- Excellent command of the German and English language is required
- Knowledge of current network software and office software
- May be required to work overtime

HOW TO APPLY: Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10) must be turned in to Civilian Personnel Flight, Bldg 2120, Room 307 or mailed to 435 MSS/DPCN, Unit 3220, Box 365, APO AE 09094-365 / Civilian Personnel Flight, Bldg 2120, Room 307, 66877 Ramstein-Miesenbach, Germany. All applications must be RECEIVED by the closing date of the announcement. For further detailed information please call DSN 480-5362 or Commercial 06371-47-5362 (08:30 - 15:00 hours).

Non-US listings recording: 06471-47-2742, DSN 480-2742

Non-US listings are available through the internet: <http://ramstein.af.mil/435mss/cpo>

If the application form is not completed entirely or supporting documents are not attached, it cannot be considered.